

STAVIS SEAFOODS  
7 CHANNEL STREET  
BOSTON,MA.02210

EMERGENCY PREPAREDNESS PROGRAM

## TABLE OF CONTENTS

I. CONTINUITY OF ADMINISTRATION

II. PUBLIC EMERGENCY TELEPHONE NUMBERS

III. PUBLIC RADIO INFORMATION

IV. BUILDING EVACUATION PLAN

ENCLOSURE A EVACUATION PLAN

ENCLOSURE B BUILDING FLOOR PLAN

ENCLOSURE C FIRE EXTINGUISHER FLOOR PLAN

V. EMERGENCY PLANNING

A. FIRE, EXPLOSION

B. UTILITY EMERGENCIES

1. ELECTRICAL POWER FAILURE

2. TOXIC CHEMICAL RELEASE

3. WATER MAIN BREAK

C. SEVERE WEATHER

1. HURRICANES

2. BLIZZARDS

3. TORNADOS

4. EARTHQUAKES

D. HUMAN INTERFERENCE

1. BOMB THREAT

2. SABOTAGE

3. CIVIL UNREST

## I. CONTINUITY OF ADMINISTRATION

COMPANY PHONE: 617-482-6349

1. RICHARD STAVIS  
CHIEF EXECUTIVE OFFICER  
EXTENSION: 1243/1343  
HOME PHONE: 617-593-3002
2. BRETT HEIDTKE  
DIRECTOR OF OPERATIONS  
EXTENSION: 1218  
CELL.PHONE:617-312-7969
3. STUART ALTMAN  
EXECUTIVE VICE PRESIDENT  
EXTENSION: 1236  
CELL PHONE:617-593-3001
4. BRIAN CARON  
FACILITY MANAGER  
EXTENSION:1276  
CELL PHONE:617-592-5887
5. MARK COHEN  
HUMAN RESOURCES  
EXTENSION: 1261  
CELL PHONE: 857-321-0117
6. RICHARD BOOKMAN  
CONTROLLER  
EXTENSION: 1242  
CELL PHONE: 781-444-2496
7. ART ANTCZAK  
OPERATIONS MANAGER  
EXTENSION: 1205  
CELL PHONE: 617-592-5135
8. GARY HARDIN  
REGULATORY AFFAIRS MANAGER  
EXTENSION: 1245  
CELL PHONE: 617-590-7668

## **II. PUBLIC EMERGENCY TELEPHONE NUMBERS**

IN THE EVENT OF A STAVIS SEAFOODS EMPLOYEE BEING INJURED, HIS/HER SUPERVISOR MUST BE IMMEDIATELY CONTACTED. INJURED EMPLOYEES REQUIRING OTHER THAN ROUTINE FIRST AID ARE TO BE SENT TO HOSPITAL - MASS. GENERAL

MEDICAL CLINIC - 617-568-6500

AMBULANCE - 911

FIRE DEPARTMENT - 911

POLICE DEPARTMENT - 911

POISON INFORMATION CENTER - BOSTON AREA 617-232-2120

BOSTON WATER AND SEWER DEPARTMENT - 617-330-9400

EVERSOURCE ELECTRIC - 800-340-9822

## **III. PUBLIC RADIO INFORMATION**

IN THE EVENT A DECISION IS MADE TO NOT OPEN, THE BOSTON RADIO STATIONS WHDH (850AM) OR WEEI (590AM) WILL BOTH BE USED TO MAKE SUCH ANNOUNCEMENTS FOR THE CONVENIENCE OF ALL EMPLOYEES.

## **IV. BUILDING EVACUATION PLAN**

IN THE EVENT AN ALARM SOUNDS, EMPLOYEES ARE INSTRUCTED TO EVACUATE

THE BUILDING. ALL SUPERVISORS WILL SEE THAT THEIR PERSONNEL USE PRESCRIBED ROUTES THAT ARE POSTED (SEE ENCLOSURE A) AND LEAVE IN AN ORDERLY MANNER.

SUPERVISOR WILL CHECK THEIR PERSONNEL WHEN THEY HAVE REACHED THEIR DESIGNATED ASSEMBLY POINT (SEE ENCLOSURE A, EVACUATION PLAN) AND REPORT TO THE FOLLOWING:

ART ANTCZAK (ALL LOADING DOCK AND COOLER B PERSONNEL)  
SCOTT GEARIN (ALL FREEZER PERSONNEL)  
PETER CAMPION (ALL OFFICE AND COOLER A PERSONNEL)

#### 1. AREA CAPTAINS/CO-CAPTAINS GENERAL INSTRUCTIONS

DIRECT PERSONNEL TO ASSEMBLY AREA  
CHECK TO ENSURE ALL PERSONNEL ARE OUT OF THE BUILDING  
ENSURE FIRE DOORS ARE CLOSED  
PROCEED TO ASSEMBLY AREA

## **V. EMERGENCY PLANNING**

### A. FIRE OR EXPLOSION RESPONSE

IF A SMALL FIRE OCCURS, EMPLOYEES TRAINED IN THE USE OF FIRE EXTINGUISHERS WILL IMMEDIATELY RESPOND AND PUT THE FIRE OUT. SEE ENCLOSURE C, FIRE EXTINGUISHER FLOOR PLAN.

SUPERVISION WILL BE IMMEDIATELY CONTACTED, ASSIST IN EXTINGUISHING THE FIRE AND CONTACT MANAGEMENT. (SEE SECTION II CONTINUITY OF ADMINISTRATION). MANAGEMENT WILL DETERMINE IF ANY FURTHER ACTION IS REQUIRED, i.e.

1. EMPLOYEE FIRST AID OR MEDICAL REFERRAL.
2. EVACUATION OF AREA.
3. CONTACTING FIRE DEPARTMENT FOR ADVISE AND FOLLOW UP.
4. AUTHORIZING ACTIVATION OF FIRE ALARMS, THEREBY SETTING THE EMERGENCY EVACUATION PROGRAM INTO MOTION.

NOTE: FIRES IN ELECTRICAL EQUIPMENT CAN BE SAFELY ATTACKED AND EXTINGUISHED ONLY AFTER POWER HAS BEEN CUT OFF.

### EMERGENCY EVACUATION DRILLS

EMERGENCY EVACUATION DRILLS SHOULD BE HELD ANNUALLY TO ENSURE THAT THE SYSTEM IS WORKING CORRECTLY AND ALL EMPLOYEES ARE CLEAR ON THEIR RESPONSIBILITIES.

### FIRE EXTINGUISHERS

MULTI-PURPOSE (ABC) FIRE EXTINGUISHERS ARE LOCATED THROUGHOUT THE BUILDING TO BE READILY ACCESSIBLE.

ALL EXTINGUISHERS ARE INSPECTED AND TAGGED TO ENSURE RELIABLE SERVICE.

A SUPERVISOR IS RESPONSIBLE FOR ENSURING THAT ALL PERSONNEL ARE FAMILIAR WITH LOCATIONS, AND TRAINED IN THE USE OF FIRE EXTINGUISHERS. (SEE ENCLOSURE C, FIRE EXTINGUISHER FLOOR PLAN)

IF A FIRE OCCURS, SUPERVISOR WILL BE NOTIFIED AND THE SUPERVISOR AND EMPLOYEE WILL PUT OUT THE FIRE. IF A FIRE CANNOT BE EXTINGUISHED WITH THE FIRST FIRE EXTINGUISHER, AREA SUPERVISOR OR THEIR BACK UPS WILL CONTACT MANAGEMENT (SEE SECTION II CONTINUITY OF ADMINISTRATION), AND BEGIN EMERGENCY PROCEDURES BY TRIPPING THE FIRE ALARM (ALARM BOXES ARE LOCATED OUTSIDE OF CASH SALES OFFICE & ADJACENT EXIT DOOR IN RECEIVING DOCK) AND EVACUATING THE BUILDING TO DESIGNATED ASSEMBLY AREAS.

## B. UTILITY EMERGENCIES

SENIOR MANAGEMENT MEMBER WILL MAKE DECISIONS CONCERNING UTILITY EMERGENCIES. (SEE CONTINUITY OF ADMINISTRATION LISTING)

### 1. ELECTRICAL POWER FAILURE

IF A BUILDING POWER FAILURE OCCURS DURING DAYLIGHT HOURS, EMPLOYEES SHOULD BE INSTRUCTED TO PROCEED TO THE LOADING DOCK AREA AND AWAIT THE RETURN OF POWER.

EMPLOYEES WITH RESPONSIBILITIES TO SECURE EQUIPMENT WILL PERFORM THEIR FUNCTION FIRST BEFORE GOING TO ASSEMBLY POINT. IF THE BUILDING IS TO BE EVACUATED, DEPARTMENT SUPERVISION WILL DIRECTLY COMMUNICATE TO THEIR EMPLOYEES THIS INFORMATION.

IT IS THE RESPONSIBILITY OF FRONT LINE SUPERVISION AND MANAGEMENT TO CHECK THAT ALL AREAS ARE SAFELY EVACUATED.

### 2. TOXIC CHEMICAL RELEASE

IN THE EVENT OF A TOXIC CHEMICAL RELEASE, MOST PARTICULARLY AMMONIA FROM THE REFRIGERATION SYSTEM, THE IMMEDIATE AREA SHOULD BE CLEARED AND MANAGEMENT NOTIFIED TO DECIDE ACTION.

#### 1. INITIATE EMERGENCY EVACUATION

2. CONTACT LOCAL EMERGENCY PLANNING COMMISSION AND  
STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION.
3. CONTACT AMERICAN REFRIGERATION

3. CHEMICAL SPILL

1. Notify Maintenance Dept.
2. Evacuate the area.
3. Spread spill absorbent around spill to contain.
4. Cleanup performed by Maintenance Dept.

4. WATER MAIN BREAK

BOSTON WATER AND SEWER DEPARTMENT MANAGEMENT IS TO BE  
NOTIFIED  
IMMEDIATELY OF ANY BREAK IN WATER SERVICE.

C. SEVERE WEATHER

SENIOR MANAGEMENT MEMBERS WILL MAKE ALL DECISIONS CONCERNING  
SEVERE WEATHER CONDITIONS.

1. HURRICANES

IN THE EVENT OF AN IMPENDING HURRICANE OR HURRICANE WARNING BY  
THE NATIONAL WEATHER SERVICE, THE SENIOR MANAGEMENT OFFICIAL WILL  
DECIDE WHEN AND IF TO STOP WORK AND DISMISS THE WORK FORCE.

2. BLIZZARDS

IN THE EVENT OF AN IMPENDING SNOWSTORM OR BLIZZARD, THE  
SENIOR MANAGEMENT OFFICIAL WILL DECIDE WHEN AND IF TO  
STOP WORK AND DISMISS THE WORKFORCE.

3. TORNADOES

IN THE EVENT OF AN IMPENDING TORNADO OR TORNADO WARNING BY  
THE NATIONAL WEATHER SERVICE, SENIOR MANAGEMENT OFFICIAL  
WILL DECIDE WHEN TO STOP WORK.

AN ANNOUNCEMENT WILL BE MADE FOR ALL EMPLOYEES TO TAKE  
COVER.

EMPLOYEES SHOULD SEEK AN INTERIOR HALLWAY OR DOOR FRAME ON  
THE LOWEST FLOOR POSSIBLE. WINDOWS AND WIDE, FREE SPAN  
AREAS ARE TO BE AVOIDED.

IN THE EVENT OF DAMAGE, THE SENIOR MANAGEMENT OFFICIAL WILL  
DETERMINE THE COURSE OF ACTION TO BE TAKEN.

4. EARTHQUAKES

IN THE EVENT OF AN EARTHQUAKE, THE SENIOR MANAGEMENT  
OFFICIAL WILL DECIDE WHEN AND IF TO STOP WORK.

AN ANNOUNCEMENT WILL BE MADE TO EVACUATE THE BUILDING.

D. HUMAN INTERFERENCE

1. BOMB THREAT

UPON RECEIPT OF A BOMB THREAT, ALLOW THE CALLER TO FINISH THE MESSAGE WITHOUT INTERRUPTION. IF RESPONSE IS ESSENTIAL TO A STATEMENT, SUCH AS: "THIS IS ABOUT A BOMB; ARE YOU THERE? ARE YOU LISTENING?" KEEP THE RESPONSE TO ONE OR TWO WORDS,  
A YES OR A NO. LISTEN FOR CLUES TO THE FOLLOWING:

- THE CALLER'S SEX AND APPROXIMATE AGE
- NOTICEABLE CONDITION AFFECTING SPEECH, SUCH AS DRUNKENNESS, LAUGHTER, ANGER, EXCITEMENT, INCOHERENCY
- PECULIARITIES OF SPEECH, SUCH AS RECOGNIZABLE ACCENT, MISPRONUNCIATIONS, SPEECH IMPEDIMENTS, TONE AND VOICE PITCH
- BACKGROUND NOISES AUDIBLE DURING THE CALL SUCH AS MUSIC, TRAFFIC, TALKING, MACHINERY

WHEN THE CALLER HAS GIVEN THE MESSAGE, TRY TO KEEP HIM OR HER IN CONVERSATION. THE FOLLOWING ARE KEY QUESTIONS WHICH SHOULD BE ASKED, IF POSSIBLE, BUT ONLY AFTER THE CALLER HAS GIVEN HIS OR HER MESSAGE.

- WHERE IS THE BOMB LOCATED?
- WHAT TIME WILL IT EXPLODE?
- WHEN WAS IT PLACED?
- WHY WAS IT PLACED?
- WHAT TYPE OF BOMB?

YOU SHOULD ALSO NOTE IF THE CALLER REPEATED THE MESSAGE OR ANY PART OF IT. NOTE THE EXACT TIME OF ITS RECEIPT. WRITE THE MESSAGE DOWN IMMEDIATELY AFTER THE CALL IF NOT ALREADY DONE, GET THE MESSAGE EXACTLY. IMMEDIATELY AFTER THAT NOTIFY THE SENIOR MANAGEMENT PERSON IN CHARGE.

2. SABOTAGE

SENIOR MANAGEMENT OFFICIAL WILL BE CONTACTED IMMEDIATELY IF ANY SUSPICIOUS ACTIVITY OR DAMAGE TO STAVIS SEAFOODS PROPERTY IS DETERMINED.



THE SENIOR MANAGEMENT OFFICIAL WILL DETERMINE THE BEST COURSE OF ACTION, DEPENDING ON THE INDIVIDUAL CIRCUMSTANCES OF THE INCIDENT. FOR INSTANCE, A SUSPICIOUS FIRE, DEPENDING ON SEVERITY, MIGHT CALL FOR IMMEDIATE CLEARANCE OF THE AREA, OR FOR THE ENTIRE BUILDING TO BE EVACUATED, WHICH WOULD AUTOMATICALLY PUT THE EVACUATION PLAN INTO EFFECT.

3. CIVIL UNREST, RIOTS

IN THE EVENT OF LOCAL CIVIL UNREST OR RIOTS, THE SENIOR MANAGEMENT OFFICIAL WILL HAVE ALL ENTRANCE DOORS AS WELL AS THE SHIPPING AND RECEIVING BAYS IMMEDIATELY LOCKED. NORMAL OPERATIONS SHOULD BE MAINTAINED UNTIL OTHERWISE DECIDED BY SENIOR MANAGEMENT.

A FIRE WATCH SHALL BE MAINTAINED BY AREA SUPERVISION. ALL EMPLOYEES SHOULD BE KEPT WITHIN THE FACILITY UNTIL IT IS DETERMINED THAT IT IS SAFE TO LEAVE.

PREVIOUSLY DETERMINED ACTION PLANNING COORDINATION WITH LOCAL POLICE SHOULD BE IMPLEMENTED, IF DETERMINED BY THE SENIOR MANAGEMENT OFFICIAL.